

Digital Copyright for Academic Staff

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I. CLA HE Licence

To enable academic staff to use copyright materials in their teaching beyond what is permitted by copyright law, UAL holds a Copyright Licensing Agency (CLA) Higher Education licence.

The CLA HE licence permits (within limits) **photocopying, scanning and making of digital copies** from printed and digital books, magazines, journals and websites, and their use for teaching and as part of course materials on Virtual Learning Platforms, such as Moodle. Digital copies, in this instance refers to scans made from printed material and copies made from digital originals.

- **Photocopying:** All staff and students can make photocopies for all licence purposes detailed on the [copyright notice](#) posted above the photocopiers in each Library.
- **Scanning and making of digital copies** for use on Moodle: Academic staff and course administrators can request a scan using the **Scans for Teaching service** (see section 2). Only authorised scans requested via this service may be shared with students on Moodle. This ensures that all scans are compliant with the CLA



HE licence conditions and reporting requirements as well as being of a high quality and in an accessible (for example, can be read with a screen reader) format. Please do not scan copyright materials and upload them on Moodle yourself as in this way you risk infringing copyright law.

For more information and support on copyright compliance under the terms of the licence, please email the CLA coordinator at copyrightnoticeform@arts.ac.uk.

II. Scans for Teaching Service

The Scans for Teaching service operates in compliance with the CLA HE Licence and allows academic staff at UAL to request and legally use digital copies of copyright materials in their teaching and provide students with accessible course materials via Moodle. All requests for scans are subject to CLA HE licence conditions and reporting requirements.

The workflow of the Scans for Teaching service is described below.

1. Check the following before requesting a scan for teaching.

- UAL must already own a copy of the material requested. Check for available e-book/e-journal on the [UAL library catalogue](#) and link directly to it in Moodle. Do not download and attach PDFs of articles or chapters in Moodle.
- Use the ISBN of the book, or the ISSN of the journal to check the CLA licence coverage in the [CLA Check Permissions tool](#). The Scans for Teaching service can only provide scans from books/journals with CLA Scanning permission. If the tool does not return any results or you are unsure how to interpret the check permissions results, submit your request anyway and we will try to process it.
- Check that the amount you would like to scan does not exceed: 1 chapter from a book, 1 article from a journal, 1 scene from a play, 1 paper from conference proceeding or 10% of the work, whichever is greatest.

2. Submit your request via the [Scans for Teaching : 2020-23 Request Form](#) on the Library Services Canvas page.

You will need the below details to fill in the request form:

- Requestor name and surname
- Requestor email address (only @arts email addresses)
- Name of academic if not the same as requestor

- Unit code (e.g. FE000715)
- Unit name (e.g. Global Cultures)
- ISBN of the book you require a scan from or ISSN for a journal
- Page range you need (e.g. 12-18)
- URL of the Moodle site where this document will be linked

You will receive an email confirmation on submitting a request.

Important: If you wish to use the same copyright material for two different units of study, submit **a separate request for each in order to comply with the CLA reporting requirements.**

3. Processing your request

Requests will be processed within 3 working days where possible. This may take longer during very busy periods.

The request will be checked against the CLA HE licence conditions and an accessible, high quality, optical character recognition (OCR) scan will be sourced from the British Library (EHESS).

4. Successful request

If your request for a scan is successful you will be emailed a link to the scan (hosted on CLA's digital content store). You can put the link on Moodle for the relevant unit for students to access.

5. Unsuccessful request

We will notify you by email if your request is unsuccessful. Reasons that we may not be able to fulfil your request include:

- **The copyright owner of the requested material has not opted for it to be covered by the CLA HE Licence.** Please let us know if you would like us to pursue this directly with the publisher, but this will take time and may not be successful. It may be better to source alternative material.
- **The requested page range is over the extent limit set by the CLA HE Licence.** Please narrow the page range or get in touch with your [course librarian](#) to source alternative material.
- **The requested material is covered by the CLA licence and available via UAL libraries but cannot be sourced from the British Library.** You can either select alternative material or make a scan of the request material yourself and send it to copyrightnoticeform@arts.ac.uk. We will upload it to the CLA Digital Content Store, report it to the CLA and provide you with a link to use on Moodle.

6. Reporting and Maintenance

Under the CLA HE Licence, all scans of copyright materials used for teaching on Moodle are subject to annual reporting arrangements agreed between CLA and the UUK/GuildHE Copyright Negotiating and Advisory Committee (CNAG).

Reporting is automated via the Digital Content Store and covers all scans used during the previous reporting period of 1 June – 31 May.

Reported data includes bibliographic details, course codes and names. This data is used to inform the fair distribution of licence fees to rights holders (publishers, authors and visual creators), monitor usage trends under the licence and help inform licence negotiations. No personal information is reported, held or shared with any other organisation (see privacy notice below for details).

The CLA will notify us if a work we have scanned from has become excluded from the licence. Any such scans, used on a current unit of study, may be retained until the end of the academic year for which they were made, but must then be deleted afterwards. If excluded scans are not used in a current unit of study, they must be deleted within one calendar month of notification.

7. Moodle housekeeping

When preparing reading lists and Moodle sites for the new academic year, please pay special attention to scans of copyright materials such as book chapters/sections and journal articles and remove or archive any that are not required for the new academic year.

8. Privacy

In order to provide the Scans for Teaching service we collect your name and email address. The legal basis we rely on to process your data is GDPR Article 6(1)(c) Legal obligation – the processing is necessary to comply with our Copyright Licensing Agency license for higher education.

Your personal data is not shared with any other organisation and is held on UAL managed systems for a period of 3 years after which it will be deleted. You can find further details on your information rights on <https://www.arts.ac.uk/privacy-information>.

9. Queries

Please email copyrightnoticeform@arts.ac.uk with any queries about the Scans for Teaching service.